

## MEMORANDUM

### Accessing, Using and Reporting State Test Results

Updated: April 30, 2015

This memorandum provides information and resources related to the following topics:

- 1) Smarter Balanced Online Reporting System
- 2) Federal requirement to notify parents and teachers of state assessment results
- 3) Communicating test results with parents/guardians

#### **1) Smarter Balanced Online Reporting System**

- The Smarter Balanced Online Reporting System is accessible via the Smarter Balanced portal located at <http://sd.portal.airast.org/> (click on “Test Administrators” tab)
  - **Because this is a secure site, you will need your log-in and password to access.**
- This is where appropriate users can compare score data between individual students, groups of students, schools, and across the district.
- The system also provides more detailed information about performance on “claims,” which are groups of test questions that measure similar skills.
- The system provides dynamic data that can be used to gauge students’ achievement on various assessments. Data in this system is not to be used for official accountability purposes.

Online Reporting System User Guide

[http://sd.portal.airast.org/wp-content/uploads/SD\\_ORIS\\_UserGuide\\_2014-2015.pdf](http://sd.portal.airast.org/wp-content/uploads/SD_ORIS_UserGuide_2014-2015.pdf)

Webinar: Online Reporting System Training Presentation

<http://sd.portal.airast.org/test-administrators/> -- Click on the Test Administration link, and presentation on the Online Reporting System can be found in right-hand column

#### **2) Federal Reporting Requirements**

- According to the Elementary & Secondary Education Act, “results from the academic assessment required will be provided to parents and teachers *as soon as is practicably possible* after the test is taken, in an understandable and uniform format and, to the extent practicable, provided in a language that the parents can understand” (emphasis added -- Section 1112 (c) (1) (N)).
- Student-level reports can be printed via the Smarter Balanced Online Reporting System.

- These reports reference both school- and district-level average scale scores as a comparison. It is recommended that individual student reports not be sent until the entire district has completed testing, and score reports are available for all students.
- Districts determine the best way to communicate student-level results with parents. Options may include printing the results to send home with student report cards; uploading documents to the parent portal; sharing at parent-teacher conferences, etc.
- Some schools may choose to send home student-level results from the Smarter Balanced assessment by the end of the current school year.
- Other schools may choose to send results home over the summer or with the start of the 2015-16 school year. As in years past, the department recommends that results go home within 30 days of the start of school year.
- Federal reporting requirements related to school- and district-level results will not come into play until the beginning of the 2015-16 school year, after statewide accountability results are released in mid-September. The requirements are the same as previous years.

#### **Dakota STEP Science**

- Results for this assessment are expected to be available in May. They can be accessed in the DSTEP Science Administration center at <https://sddstep.questarai.com/Admin/>
- These results are subject to the same federal reporting requirements noted above.

### **3) Communicating Results with Parents/Guardians**

- An Interpretive Guide designed to help parents understand their child's Smarter Balanced assessment results is being sent with this memorandum.
- A sample letter schools could use to send to parents regarding Smarter Balanced results is being sent with this memorandum.
- Parent Guides to the Dakota STEP and Dakota STEP-A Science assessments are being sent with this memorandum.
- These resources will be posted on the DOE's "Assessment" webpage for easy accessibility by school districts.